**Attachment F – Definition of Phases**

1. **Requirements Detail Confirmation**

The objective is to identify and validate requirements defined in Concepts of Operation and existing documentation vital for the AIMS implementation, which include:

1. Reports
2. Letters/ Templates
3. Databases
4. Software applications
5. Business workflow details

Deliverables to be included in project plan timeline include the outline of requirements identified within the Admissions department that will be implemented into AIMS.

The proposer shall describe the requirements detail confirmation phase approach that will be applied to meet the above objectives. The approach shall identity key processes. Describe how the identified requirements will be prepared and delivered.

1. **Design**

The objectives of the design phase for AIMS is to determine the following:

1. Application layout
2. User interfaces
3. Application functionality
4. Databases
5. Data Migration
6. Dashboards
7. Workflow
8. Application layer design

Application layer design should include application client, databases, server application, server infrastructure, and networking infrastructure for the proposed application solution.

Deliverables to be included in project plan timeline include the design plan including:

1. High level system design overview.
2. Design plan reflecting identified requirements, software required, and hardware required.
3. Program design of system.
4. System specifications accounting for time, resources, and cost.

The proposer shall describe the design phase approach that will be applied to meet the above objectives. The approach shall identify key processes. Describe the manner in which the design phase will be executed.

1. **Implementation**

The objective of the AIMS implementation phase is to implement and develop the required modules defined in the design plan and have a working solution to begin the testing process.

Deliverables of the implementation phase include:

1. Application modules and functionality outlined in the design plan.
2. Reports
3. Databases
4. User Interfaces
5. Software functionality
6. Dashboards
7. Infrastructure

The proposer shall describe how they plan to approach the AIMS implementation phase and the key processes involved.

1. **Testing**

The objectives of the testing and demonstration processes for the AIMS suite of applications include:

1. Progressive demonstration of functionality compliance and user interfaces.
2. Proof of cross system interfaces
3. Proof of data migration methods
4. Demonstration of external portal access and internal SBC user access
5. Pre-production acceptance testing
6. Production configuration and full data migration acceptance testing

The post award testing deliverables shall be:

1. Test plan for each type of test and demonstration
2. Detailed test scripts for each type of test

The proposer shall describe the testing approach that will be applied to meet the testing objectives. The approach shall identify key processes, participants, likely test durations and test dependencies. Describe how test plans and scripts will be prepared and delivered.

1. **Data Migration**

The objectives of the data migration phase of the project include:

1. Migration of all information identified as applicant data in the current applicant database into the new database.
2. Migration of all data existing outside of the applicant database for Admissions supporting processes.

The key deliverable for the data migration phase is a plan detailing the following:

1. Transition of data from the legacy system to AIMS.
2. Validation that vital data in AIMS matches that found in current sources.
3. Communications and coordination necessary to successfully carry out the data migration phase.

The proposer shall describe their approach to migrating all data and files while maintaining integrity of the information.

1. **Training**

The objective of AIMS suite training is to provide SBC staff with the ability to use the AIMS applications to efficiently perform their admissions related tasks.

The proposers training program shall cover multiple usage roles such as:

1. SBC application administrators that have authority perform application and database administration and management processes required to support the AIMS suite of applications.
2. Creation of ad hoc queries and ad hoc reports based upon access to the databases.
3. Execution of supervisory or specialist functions that are part of application processes and to manage work flow assignments and status
4. SBC users of processes based upon the user work role.

The proposer shall describe the approach to:

1. Multiple role training,
2. Training methods used, such as on-line, class room, multiple site on-line, and others.
3. Provision of training at the two (2) SBC sites (San Francisco and Los Angeles).
4. Training materials, user guidelines and on-line to support post training refreshers

The proposer shall describe how they measure the skill level of training attendees to determine training success and quality.

1. **Cutover/Transition**

The objective of the cutover/transition phase is to integrate the new system into the SBC business workflow accordingly once all implementation and testing has been completed, as well as migrate all internal and external users to the new system.

Deliverables for the cutover/transition phase include:

1. Plan of execution to migrate internal users from the current AS400 applications.
2. Plan of execution to migrate external users from the current XAP application.
3. Plan of execution to transition internal users from other existing applications being replaced by AIMS.
4. Finalized software application ready for production use.

The proposer shall describe the cutover/transition approach that will be applied to meet the identified objectives. The approach shall identify the key processes for the phase.

1. **Post Production Support**

The objective of the post production support phase for AIMS is to provide support to the SBC and its users after the system goes live.

Production support includes the following deliverables

1. System overview support plan
2. System troubleshooting support
3. System maintenance support
4. System updates and patches support

The proposer shall describe the testing approach that will be applied to meet the post production support objectives.